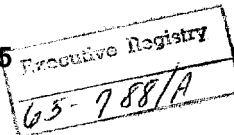


<b>TRANSMITTAL SLIP</b>		DATE 20 Feb '65
TO: OGC/LC		
ROOM NO.	BUILDING	
REMARKS:  J.O'N GC LHM  [Signatures]		
FROM: C/Acting Director		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

☆ GPO : 1957-O-439445 (47)



**CENTRAL INTELLIGENCE AGENCY**

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

19 February 1965

Mr. Horace Busby  
Special Assistant to the President  
The White House  
Washington, D. C.

Dear Mr. Busby:

This is in reply to your memorandum of 16 February 1965 regarding the handling of White House or Congressional mail referred to this Agency.

Because of the special nature of our work, we have never had a great many such referrals and we have not been aware of any recent increase in volume. Most of the non-Government mail referred to us by the White House or Congress concerns personnel or administrative matters, and our past experience indicates that we shall be able to continue handling it within 48 hours.

To assure compliance with your memorandum, the appropriate Deputy Director has brought it to the attention of all office heads involved and has instructed them to give the correspondence high priority. He has also instructed each office head to designate a senior officer to control such correspondence and insure that it is handled properly and promptly.

In some cases correspondence referred from the Congress cannot be answered directly and fully because of security considerations. In such cases a reply to the correspondent would be followed by a personal visit to the Member of Congress who referred it to us.

Faithfully yours,

(Signed) Marshall S. Carter

Marshall S. Carter  
Lieutenant General, USA  
Acting Director